# Hunt, Cynthia

**From:**        Smith, Gayle
**Sent:**         Friday, October 30, 2009 6:23 AM
**To:**            Smith, Gayle
**Subject:**     FIMS Occupant Data Tools - Population due by 12/15/09

Many calls have been placed to the FIMS Hotline regarding the Occupant data which is required to be updated and accurate by **December 15, 2009**.  Provided below is a list of informational items/tools that you will find useful when populating the FIMS Occupant data.

1)  FIMS standard report <u>#007 Occupant Report</u> will provide a list of the Occupant data residing in the FIMS database.

2)  There are two parts to the Occupant data stored in FIMS.

Part 1)  On the FIMS **Building Info/Trailer Info** window a data field labeled <u>**Occupant**</u> should be set to 'Yes' if the building or trailer is occupied or should be set to 'No' if the building or trailer is not occupied.

Part 2)  If the Occupant indicator is set to 'Yes' in the previous step, then occupant data must be input on the FIMS **Occupant** window.  Note: The FIMS Occupant window is only accessible to enter data if the Occupant indicator = 'Yes'.

3)  If a site wishes to use the FIMS Upload process and totally replace their existing FIMS occupant information, the most efficient means of accomplishing this is to request FIMS Support to remove your existing Occupant data.  The site would then proceed with uploading the Occupant indicator (Y/N value) on the building table and the detailed Occupant data (Occupant Id, Occupant Name, Occupant Type, and No. of Employees) on the occupant table.

FIMS Support can be reach by emailing us Mark Gordy, mark.gordy@hq.doe.gov, Mike Kohut, michael.kohut@hq.doe.gov, or Gayle Smith, gayle.smith@hq.doe.gov or by calling the FIMS Hotline at 301-903-0850.